

SCHOOL OF COMPUTER SCIENCE
Doctoral students Checklist
(Effective Spring 2022)

This is to be used in conjunction with the checklist printed in the general catalog. All Graduate College and University requirements apply {<https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>}.

Prerequisites

_____ Complete the admission prerequisites.

_____ All prerequisites finished with B or better on the first attempt.

Dissertation Advisor

_____ Select a member of the graduate faculty in Computer Science with an M3 or RM4 status as dissertation advisor.

*Timing note: selection of dissertation advisor must be accomplished **within the first year** and can be accomplished while taking prerequisites.*

Advisory Committee

_____ Form advisory committee, which becomes the Doctoral Committee later and includes the dissertation advisor plus at least three more graduate faculty members (total of four) with M2 or RM3 status or higher.

_____ Majority of the advisory committee must be members of the School of Computer Science.

_____ Special membership appointment: One of the committee members, including the co-advisor, may be a faculty member with SM status if the committee has more than four members. See the Graduate College website on graduate faculty appointment for details:
{<https://www.ou.edu/gradcollege/faculty-and-staff/graduate-faculty-appointments>}

_____ At least one committee member must be from outside the School of Computer Science and the field of computer science.

_____ Complete the *Report of the Advisory Conference* form and submit it to the Graduate College. A pre-advisory conference report form must be completed, per your request, by the academic programs coordinator and signed by the graduate liaison.

Reference note: for details see Advisory Conference Procedures for CS Doctoral Students.

Timing note: Advisory Conference should be held within the first year.

Coursework Requirements

_____ Required Coursework
*Please see listing below

Mandatory courses:

- CS 4413 Algorithm Analysis
- CS 4513 Database Management Systems

4 of the following 9 courses must be taken:

- CS 4613 Computer Architecture
- CS 5013 Artificial Intelligence
- CS 5033 Machine Learning
- CS 5113 Distributed Operating Systems
- CS 5133 Data Networks
- CS 5173 Computer Security
- CS 5213 Software Engineering Processes
- CS 5473 PDN Programming
- CS 5813 Formal Languages

One presentation course from the following list must be taken:

- CS 5033 Machine Learning
- CS 5073 Artificial Neural Networks and Evolution
- CS 5083 *or* CS 5593 Data Mining
- CS 5093 Visual Analytics
- CS 5113 Distributed Operating Systems
- CS 5143 Network Design & Management
- CS 5513 Advanced Database Management
- CS 5813 Formal Languages
- CS 5970 Introduction to Computational Learning Theory

_____ Students who have completed one or more of the required courses elsewhere may petition the graduate committee for a waiver from taking some or all required courses.

Additional Coursework

_____ Beyond the required 18 credit hours (6 courses), a minimum of 27 to a maximum of 42 semester credit hours of additional graduate coursework is necessary beyond the B.S.

- _____ Total credit hours: 90 or more hours after B.S.
- _____ At least 30 hours and a maximum of 45 hours of dissertation research (CS 6980).
- _____ All courses must be taken for graduate credit (“G” prefix in the general catalog, no 3000 level courses or lower).
- _____ All PhD coursework must be taken within 6 years of admission to the Graduate College.
- _____ Count no more than 12 credit hours in CS G4xxx level courses.
- _____ No more than 6 hours of independent studies (CS 6990 &/or CS 5990) can be counted towards the required minimum 45 hours of coursework.
- _____ External courses and transfer credit must be approved by the advisory committee.
- _____ No more than 6 credit hours in CS 5970 courses will be permitted, even with change of subject.
- _____ Maintain continuous enrollment of at least 2 credit hours of CS 6980 (Research for Doctoral Dissertation) after initial enrollment.
- _____ Attend at least 5 seminars/conferences through the duration of the program.
Timing Note: earliest initial enrollment of CS 6980 is during the semester in which the General Examination is taken.

General Examination

- _____ File application for general examination.
{OU Graduate College website: <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>}
- _____ Pass the general exam, both written and oral presentation parts in no more than two attempts.

Reference note: for details see General Examination Procedures for CS Doctoral Students.

Timing note: Application to take General Examination can only be made after filing Advisory Conference report.

Timing note: General Examination should be scheduled during the semester in which the majority of coursework is complete or nearly complete.

Timing note: once the student has passed the General Examination, he/she cannot complete a M.S. in Computer Science simultaneously.

Dissertation Proposal

- _____ During the first year after completing their general examination, each doctoral student must submit a written dissertation proposal (prospectus) document and present it to their doctoral committee for feedback.

Research Progress Review

- _____ On an annual basis after passing the General Examination, the student will undergo a Research Progress Review conducted by the Doctoral Committee. The purpose of RPR is to evaluate the student's progress in conducting research during the previous year.
- _____ During each year following the completion of the dissertation proposal, each doctoral student must submit a written summary of their dissertation progress and changes to their dissertation plans (if any) during the previous year and present it to their doctoral committee for feedback.
- _____ The results of the RPR are either satisfactory or unsatisfactory.
- _____ If a student has unsatisfactory RPR results for 2 consecutive years, the student will be terminated from the program.

Professional presentations

- _____ During each year following the completion of their general examination, each doctoral student must prepare and deliver at least one presentation in a professional setting.

Annual Evaluation

- _____ Each doctoral student is evaluated by their advisor on an annual basis using a departmentally-supplied evaluation form.
- _____ This form indicates whether the evaluated student has satisfied the doctoral degree requirements for submitting a dissertation proposal and yearly progress reports.
- _____ This form also indicates whether the evaluated student has satisfied the doctoral degree requirement for professional presentations.

Publication

- _____ It is expected that all doctoral students submit for publication at least two (2) first author papers before graduation.

Dissertation

- _____ Final reading copy must be approved by the dissertation advisor.
- _____ Graduate College approves syntax and format of the dissertation.
- _____ The reading copy must be given to the Doctoral Committee members at least 2 weeks before the dissertation defense.
- _____ The final reading copy (PDF electronically available/Canvas or OneDrive) must be given to CS Academic Programs Coordinator 10 business days prior to defense (2 weeks). A soft copy of the abstract approved by the advisor is also given to the Academic Programs Coordinator at the same time.

- _____ The student should work with the CS Academic Programs Coordinator to determine the location of the dissertation defense at the earliest opportunity after approval from the Graduate College.
- _____ Pass the final dissertation defense on the first attempt.
- _____ After your committee has approved your final dissertation, submit the online Approval for Thesis/Dissertation Submission to SHAREOK form to the Graduate College. Submit your dissertation to the SHAREOK institutional repository, according to the instructions you received in the Graduate College email authorizing your defense. Your submission is due no later than 60 calendar days after your defense. If you plan to graduate in a particular semester, you must meet the semester submission deadline given on the Academic Calendar, usually the last day of the final examination period. One electronic copy of dissertation must be emailed to the CS Academic Programs Coordinator.

Graduation

- _____ Pay graduation fee in Bursar's office and complete all Graduate College forms.
- _____ Attend the School of Computer Science Exit Interview with the CS Director or a CS Board member.

Note: If deadline falls on a weekend, the next working day following the posted deadline will be acceptable.

*Graduate College - Degree Milestone/Progress to Degree Deadlines:

<https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>